

**Internal Job Posting
DELAWARE DEPARTMENT OF JUSTICE**

Opening Date: November 5, 2015

Closing Date: November 12, 2015

**VICTIM SERVICE SPECIALIST
Criminal Division, New Castle County**

Job Responsibilities and Duties: The Victim Service Specialist (“VSS”) is responsible for notifying victims/witnesses of case status, court dates, general court procedures, sentencing orders and victim’s rights. When necessary, the VSS is asked to support the Social Workers and Deputy Attorneys General to accompany victims and witnesses to court. The VSS is responsible for providing victims/witnesses with information about court procedures and processes. The VSS will be expected to coordinate phone, office and court coverage with other Victim Service Specialists. Duties include interviewing victims/witnesses, gathering data, assessing client needs and directing individuals to proper channels and aiding in securing needed services. The VSS is responsible for keeping records, completing forms and preparing required reports.

Minimum Qualifications: Associate’s Degree in human services related field AND one year of human services experience OR a Bachelor’s Degree in human services related field.

Internal Employees, who are interested in being considered, please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants, please submit your Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, E-mail to DOJHR@state.de.us or Fax to: 302-577-5866. EOE.